

California Housing Finance Agency

Job Opportunity

Housing Finance Associate (Single Family) Lender Training Associate

Salary Range	\$4111-4997
Final File Date	Open until filled
Division	Homeownership Division
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #106 on your application.
Duties	<p>Under the direction and guidance of the Housing Finance Officer, the Homeownership Lender Training Associate performs lender training. In addition, the Associate conducts workshops and makes presentations to builder, realtor and other industry groups when requested by the Lead Lender Training Coordinator or Homeownership Loan Production Manager. Performs other outreach duties when assigned. This position requires out of town travel several times each month with occasional overnight stays. Duties include:</p> <p><u>Essential Duties:</u></p> <p>50% Performs training for existing CalHFA approved lenders as directed by the Lead Lender Training Coordinator or the Homeownership Loan Production Manager. This may include conducting regional sessions, special sessions for lenders, and sessions for lender wholesale staff and their invited loan brokers and correspondents.</p> <p>15% Works at tradeshow and home buyer fairs, and conducts workshops and makes presentations to builder, realtor and other industry groups when requested by the Lead Lender Training Coordinator or the Homeownership Loan Production Manager. May perform other outreach and/or technical assistance work as requested.</p> <p>10% Develops new training concepts and programs utilizing input from the Lead Lender Training Coordinator and the Homeownership Loan Production Manager.</p> <p>10% Works with the Lender Training Coordinator Assistant on setting up sessions and processing lender requests to attend, makes sure that the results of all training and outreach sessions are reported to CalHFA management.</p> <p>5% Performs training for new lenders as they are approved and added to the CalHFA list of approved lenders.</p> <p>5% Performs research and prepares analyses and reports.</p> <p><u>Marginal Functions:</u></p> <p>5% Performs other duties as assigned.</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>
9/8/2006	